

APPLICATION FOR CAREER DEVELOPMENT TRAINING

DATA REQUIRED BY THE PRIVACY ACT OF 1974

1. TITLE OF FORM: APPLICATION FOR CAREER DEVELOPMENT TRAINING
2. AUTHORITY: THE GOVERNMENT EMPLOYEE TRAINING ACT OF 1958 (U.S. CODE, TITLE 5, SECTIONS 4101 TO 4118)
3. PRINCIPLE PURPOSE: THE PURPOSE OF THE FORM IS TO PROVIDE THE EMPLOYEE AN OPPORTUNITY TO DOCUMENT CURRENT INFORMATION RELEVANT TO HIS/HER CAREER DEVELOPMENT APPLICATION
4. ROUTINE USES: THE INFORMATION ON THE FORM IS USED TO RATE, RANK AND SELECT EMPLOYEES WHO APPLY FOR CAREER DEVELOPMENT TRAINING
5. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: PERSONAL INFORMATION PROVIDED ON THIS FORM IS GIVEN ON A

APPLICATION INSTRUCTIONS (APPLICANT SHOULD ATTACH LEGIBLE COPIES OF THE FOLLOWING)

VECTOR Program
College Transcripts
NIMA Resume
Completed Worksheet
Supervisory Recommendation

SSS/ED
NIMA Resume
Supervisory Recommendation

PART ONE (TO BE COMPLETED BY EMPLOYEE - PLEASE TYPE)

1. NAME (Last, First, Middle)	2. KEY COMPONENT	3. OFFICE SYMBOL (Alpha)
4. OFFICE PHONE (Including area code)	5. POSITION TITLE	
6. TOTAL YEARS OF NIMA SERVICE	7. SECURITY CLEARANCE	

8. PROGRAM(S) FOR WHICH YOU ARE APPLYING (List in order of preference)

PROGRAM	UNIVERSITY (only if applying for Vector)	Educational Level (only if applying for Vector)
a.		
b.		
c.		
d.		

9. EDUCATION

COLLEGE/UNIVERSITY	DATES ATTENDED		NO. OF CREDITS COMPLETED		TYPE OF DEGREE	YEAR OF DEGREE
	FROM	TO	SEMESTER	QUARTER		
MAJOR AND MINOR FIELDS OF STUDY (Undergraduate)			GRADE POINT AVERAGE (Undergraduate) OVERALL MAJOR			
MAJOR AND MINOR FIELDS OF STUDY (Graduate)			GRADE POINT AVERAGE (Graduate) OVERALL MAJOR			

10. HAVE YOU ATTENDED GOVERNMENT SPONSORED LTFTT/SSS/ED BEFORE? ☐ NO (Go to 11) ☐ YES (Complete the following)

PROGRAM	SCHOOL/COLLEGE/UNIVERSITY	
DATES OF ATTENDANCE	DEGREE ATTAINED	DATE

11. IF YOU ARE MISSING ONE OR MORE VECTOR PROGRAM PREREQUISITE, BUT BELIEVE IT WILL BE ATTAINED BEFORE THE START OF YOUR PROPOSED PROGRAM, PLEASE EXPLAIN HOW YOU PLAN TO ACCOMPLISH THIS.

☐ NOT APPLICABLE

COURSE TITLE	COLLEGE/UNIVERSITY	SEMESTER	NUMBER OF CREDITS

12. DESCRIBE HOW YOUR PROPOSED PROGRAM WILL HELP ACHIEVE YOUR CAREER GOALS (*TIE TO EMPLOYEE DEVELOPMENT PLAN*), BOTH SHORT-TERM AND LONG-RANGE.

13a. DESCRIBE HOW YOUR PROPOSED PROGRAM WILL ENHANCE YOUR CONTRIBUTION TO THE MISSION OF NIMA.

13b. WHAT SPECIFIC OFFICES CAN UTILIZE YOUR NEW KNOWLEDGE AND SKILLS?

14. PROVIDE FINAL RATING FROM LAST TWO PERFORMANCE APPRAISALS. _____

15. INDICATE ANY AWARDS AND RECOGNITION RECEIVED IN THE PAST THREE YEARS.

I HEREBY SUBMIT MY APPLICATION FOR AGENCY SPONSORED TRAINING.
I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, ALL STATEMENTS ARE TRUE, CORRECT, AND MADE IN GOOD FAITH.
I AM SERIOUSLY INTERESTED, AND IF SELECTED TODAY, I WILL ATTEND THE PROGRAM(S) APPLIED FOR.
I UNDERSTAND THAT THERE IS A CONTINUED SERVICE OBLIGATION OF THREE YEARS SERVICE FOR ONE YEAR OF VECTOR.

16. SIGNATURE OF APPLICANT

DATE

KEY COMPONENT INPUT
PART TWO (Please Type)

17. DOES APPLICANT MEET VECTOR PREREQUISITES FOR PROGRAM(S)? INDICATE NEEDED COURSES.			
PROGRAM A.			
PROGRAM B.			
PROGRAM C.			
PROGRAM D.			
18. KEY COMPONENT/ OFFICE EXECUTIVE PANEL DECISION			
A. THE APPLICANT IS RECOMMENDED FOR THE FOLLOWING PROGRAM(S) IN DESCENDING ORDER OF PRIORITY:			
PROGRAM		UNIVERSITY	
1.			
2.			
JUSTIFICATION FOR ORGANIZATION RECOMMENDATION TO THE HUMAN CAPITAL MANAGEMENT BOARD (HCMB)			
B. THE APPLICANT IS NOT RECOMMENDED FOR THE FOLLOWING PROGRAM(S):			
PROGRAM		PROGRAM	
1.			
2.			
C. APPLICANTS NOT RECOMMENDED AT THIS LEVEL MUST RECEIVE FEEDBACK FROM THE PARENT ORGANIZATION ON WAYS TO BE MORE COMPETITIVE IN THE FUTURE AND REASON(S) WHY THE APPLICATION WAS NOT FORWARDED TO THE AGENCY EXECUTIVE RESOURCES BOARD. THE APPLICANT WAS NOT RECOMMENDED BECAUSE:			
19. PART THREE (Please Type) HUMAN CAPITOL MANAGEMENT BOARD (HCMB)			
A. THE APPLICANT IS RECOMMENDED FOR THE FOLLOWING PROGRAM(S) IN DESCENDING ORDER OF PRIORITY:			
PROGRAM		UNIVERSITY	POST ASSIGNMENT
1.			
2.			
B. APPLICANTS NOT SELECTED AT THIS LEVEL WILL RECEIVE FEEDBACK FROM THE HQ OFFICE OF TRAINING ON WAYS TO BE MORE COMPETITIVE IN THE FUTURE AND REASON(S) FOR NON-SELECTION. THE APPLICANT WAS NOT SELECTED BECAUSE:			
DATE DIRECTOR APPROVED			